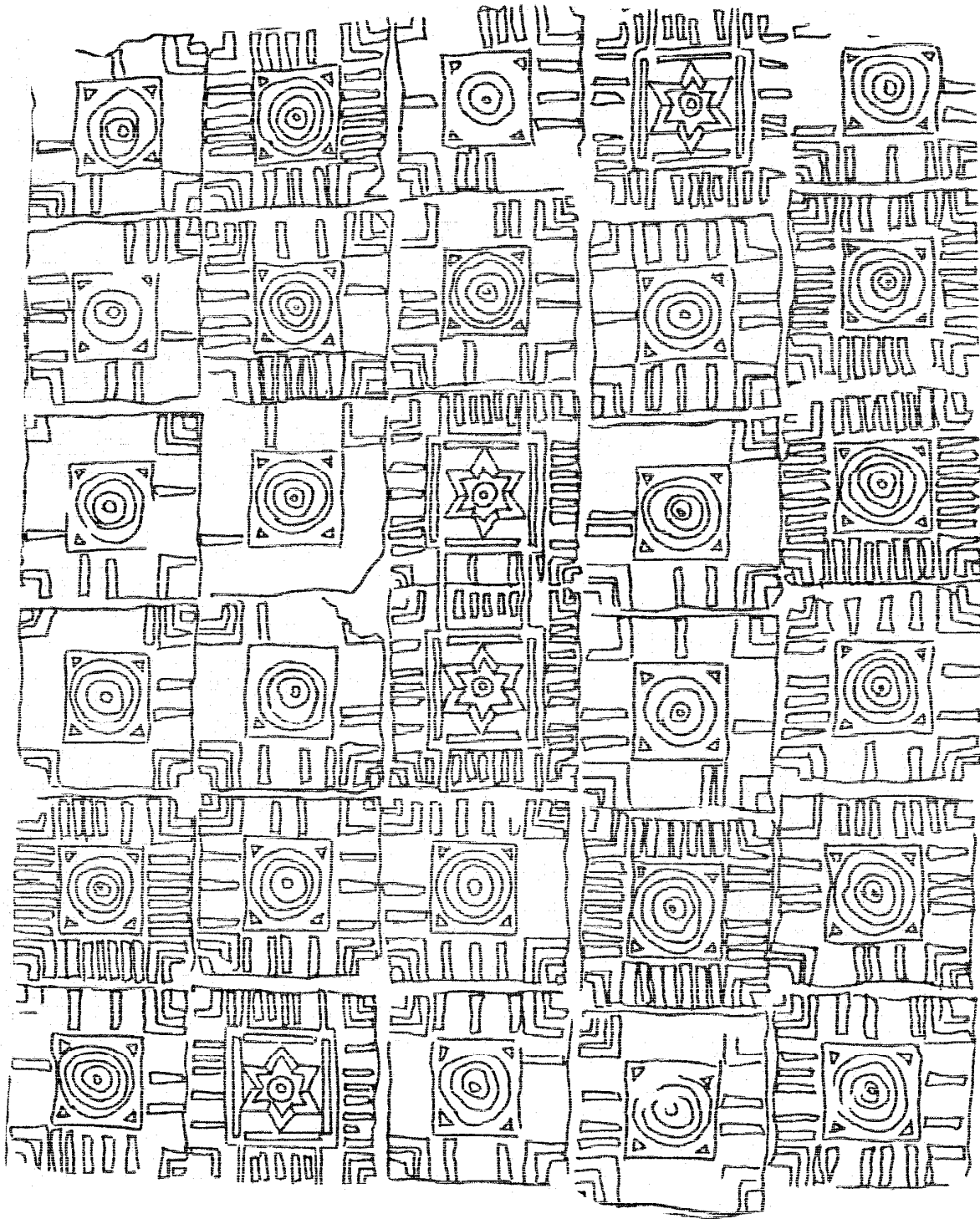

APPENDICES



APPENDIX I. GLOSSARY**ARCH**

A curved or pointed opening in a wall, usually masonry, supported on either end by piers or pillars and spanning a passageway or open area.

BALUSTRADE

A railing or parapet supported by a row of short pillars or balusters.

BARGEBOARD

The decorative board along the roof edge of a gable concealing the rafters.

BAY

A part of a structure defined by vertical divisions such as adjacent columns or piers.

BAY WINDOW

Fenestration projecting from an exterior wall surface and often forming a recess in the interior space.

BRACKET

A wooden or stone decorative support beneath a projecting floor, window, or cornice.

BROKEN PEDIMENT

A pediment where the sloping sides do not meet at the apex but instead return, creating an opening that sometimes contains an ornamental vase or similar form on a pedestal.

CAPITAL

The upper portion of a column or pilaster.

CLASSICAL

Pertaining to the architecture of Greece and Rome, or to the styles inspired by this architecture.

COLUMN

A vertical support, usually supporting a member above.

CORNERBLOCK

A raised square block at the ends of a lintel.

CORNICE

The upper, projecting part of a classical entablature or a decorative treatment of the eaves of a roof.

CRESTING

A decorative ridge for a roof, usually constructed of ornamental metal.

CUPOLA

A small dome rising above a roof.

DORMER

A small window with its own roof projecting from a sloping roof.

DOWNSPOUT

A pipe for directing rain water from the roof to the ground.

ENTABLATURE

In classical architecture, the upper horizontal portion of an order resting on the columns.

FACADE

The front face or elevation of a building.

FANLIGHT

A semicircular window with radiating muntins, located above a door.

FENESTRATION

The arrangement of the openings of a building.

FINIAL

An ornament at the top of a gable or spire.

FLASHING

Pieces of metal used for waterproofing roof joints.

GABLE

The triangular portion of the end of a wall under a pitched roof.

GABLE ROOF

A pitched roof form where two flat roof surfaces join at a straight ridge, forming gables at both ends.

GINGERBREAD

Pierced curvilinear ornament made with a jig or scroll saw.

HIPPED ROOF

A roof with slopes on all four, instead of two, sides.

HOOD MOLD

Drip or label molding over a door or window.

LIGHT

A section of a window, the glass or pane.

LINTEL

A horizontal beam over an opening carrying the weight of the wall.

MANSARD

A roof form of two slopes on all four sides, the lower slope being longer and at a steeper pitch than the upper.

MODILLION

A block or bracket in the cornice of the classical entablature.

MUNTIN

A glazing bar that separates panes of glass.

PARAPET

A low wall that rises above a roof line, terrace, or porch and may be decorated.

PEDIMENT

The triangular gable end of a roof, especially as seen in classical architecture such as Greek temples.

PIER

An upright structure of masonry serving as a principal support.

PILASTER

A pier attached to a wall with a shallow depth and sometimes treated as a classical column with a base, shaft, and capital.

PITCH

The degree of slope of a roof.

PORTICO

An entrance porch often supported by columns and sometimes topped by a pedimented roof; can be open or partially enclosed.

SASH

The movable part of a window holding the glass.

SEGMENTAL ARCH

A round arch whose curve is less than a semicircle.

SIDELIGHTS

Narrow windows flanking a door.

SILL

The horizontal water-shedding member at the bottom of a door or window.

SIX-OVER-SIX DOUBLE HUNG SASH

A type of window with six lights (or windowpanes) each in an upper and a lower sash that move up and down in vertical grooves one in front of the other.

TERRA COTTA

Cast and fired clay units, sometimes glazed, used as exterior facing and as ornament.

TRANSOM

A window opening over a door or window, usually for ventilation.

TURRET

A slender tower usually set at an angle to the larger structure.

TWO-OVER-TWO DOUBLE HUNG SASH

A type of window with two lights each in an upper and a lower sash that move up and down in vertical grooves one in front of the other. The lights are created by one vertical glazing bar in the center of the sash.

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APPENDIX III.
PROCEDURES FOR ARCHITECTURAL REVIEW

City of Lynchburg, Virginia

For further information
contact:

Secretary
Board of Historic and
Architectural Review

Department of Community
Planning and Development
City Hall
900 Church St., P.O. Box 60
Lynchburg, Virginia 24505
804-847-1508

PURPOSE

Within a Historic District, no building or structure, including signs, can be erected, reconstructed, restored, demolished, or altered in any way that affects the external appearance of the structure without a "Certificate of Appropriateness." Other items needing a certificate include roofs, chimneys, fences, walls and color changes, and must be approved by the Board of Historic and Architectural Review as being architecturally compatible with the historic landmark, building, or structure.

A building or demolition permit will not be issued concerning the erection, reconstruction, alteration, or demolition of a property until a Certificate of Appropriateness is approved for the proposed changes by the Board.

The major function of the Board is to review all proposed exterior modifications of any kind within a Historic District, and to determine whether or not these proposed changes will fit the surrounding area. The most important reason for the existence of the Board is to insure that Lynchburg does not needlessly lose its historic and architectural past.

MINOR ACTIONS

Minor actions which may not need an application to the Board but will require a certificate:

Certain minor actions deemed not to permanently affect the character of the Historic District may be exempted from review by the Board. Such actions include the following and any similar actions which in the opinion of the Secretary of the Board will have no more effect on the character of the district than those listed:

- Repainting resulting in the same color or in a color scheme previously approved by the Board (Initial painting of masonry surfaces is not exempt from review).
- Addition or deletion of storm windows and doors, window gardens, awnings, temporary canopies, or similar structures, and window air conditioners.
- Addition or deletion of television or radio antennas, skylights, or solar collectors in locations not visible from a public street.
- Planting of grass, trees, and shrubs, but not including landscape treatments substantially altering the contour of a landmark site or involving the construction of fences, walls, walkways, pools, fountains, and the like affecting the appearance of the landmark site.

NOTE: The Secretary of the Board must be notified of the intent to make the above changes before a Certificate of Appropriateness can be issued.

PROCEDURE FOR REVIEW OF AN APPLICATION

Applicants for review involving alterations, additions, or demolitions to existing historic structures within a Historic District must submit to the Board, in triplicate, appropriate documentation, which may include:

Preliminary Drawings and Outline Specifications: These are plans and exterior elevations drawn with sufficient detail to show, as far as they relate to exterior appearances, the architectural design, including proposed materials, textures, and colors, samples of materials and color samples and a plot plan of all improvements affecting appearances of walls, walks, terraces, plantings, accessory buildings, lights, and other elements.

Photographs: There should be legible photographs of all sides of a structure to be reviewed for repair, alteration, additions, or demolition by the Board. In the event of new construction, legible photographs of the adjoining and opposite properties should be included.

Color Changes: These should include samples of proposed colors differing from the authentic colors of the structure, or colors previously approved by the Board.

Demolition: This category of submission should include drawings and written descriptions of grading, seeding, any structure to remain, and any new structures proposed to replace the demolished structure.

APPLICATION DATES AND PROCESS

- An application and all supporting information must be submitted to the Board at City Hall at least fourteen (14) days prior to the meeting date.
- The third (3rd) Monday of each calendar month (except on holidays) at three forty-five (3:45) the Board will meet to review applications.
- On receipt of an application, the applicant will be informed of the time and place in City Hall, 900 Church Street, at which the Board will consider the applications. Then the applicant will have the chance to be heard by the Board and hear the suggestions or changes to the application made by the Board.
- Within forty-five (45) days after the meeting, the applicant will receive a certificate approving or denying the proposed modifications, new construction, or demolition presented to the Board for review.

GRANTING OF A CERTIFICATE OF APPROPRIATENESS

If and when a Certificate of Appropriateness is granted by the Board it will expire of its own limitation in twelve (12) months if:

1. the work authorized has not commenced within one year.
2. the work authorized is suspended or abandoned for a period of nine (9) months.

Holders of a Certificate of Appropriateness are requested to notify the Board and the Inspections Division upon the completion of the work approved by the Certificate.

DENIAL OF A CERTIFICATE OF APPROPRIATENESS

If an applicant is denied a Certificate of Appropriateness, but does not wish to appeal the decision of the Board, he or she may modify his or her application in regard to the Board's recommendations, and he or she will have the right to resubmit his or her application to the Board for review.

If an application for a Certificate of Appropriateness is reviewed and the request denied, then the applicant has the right to appeal the case to the City Council. The following must be done:

1. file with the Clerk of the City Council the appeal within fifteen (15) days after the decision of the Board.
2. submit a fifty dollar (\$50.00) check or money order with each appeal to cover public notice costs.
3. receive from the Clerk of the City Council a notice giving the date of the public hearing scheduled before the next regularly scheduled meeting of the City Council.

If the decision of the City Council upholds the decision of the Board, the applicant has the right to appeal to the Circuit Court. The applicant should appeal to the Circuit Court for the City by filing a petition at law setting forth the alleged illegality of the actions by City Council. The decision of the City Council is upheld until a final decision is reached by the Circuit Court.

If during the appeals process, the applicant wishes to commence new construction, alterations, and restoration, he may do so at his or her own risk, but no demolition can be commenced until the final decision of the Circuit Court is given. The Board retains the right at all times to petition against any person who has not:

1. obtained a Certificate of Appropriateness and has engaged in or is about to engage in an act to change or demolish a historical landmark, building, or structure.
2. waited for final decisions on his appeals.
3. commenced work different from what was authorized by the Board.

If the Circuit Court finds in favor of the Board, a temporary or permanent restraining order shall be issued to the person in violation and he or she must:

1. discontinue construction immediately, or
2. restore the affected property to its previous condition.

**REQUEST FOR A CERTIFICATE OF
APPROPRIATENESS FOR DEMOLITION**

In order for an owner to demolish a historic landmark, building, or structure he or she must:

1. Apply to the City Council for such a right.
2. Make an honest attempt to sell the subject landmark building or structure to any person, firm, corporation, government agency or political subdivision, giving reasonable assurance to preserve and restore the landmark, building or structure.
3. The market value of the subject landmark, building, or structure will be determined by the City Assessor's records, or upon the owner's request by an Appraisal Committee appointed by the City Council. If after the fair market value has been determined and the owner has not been able to sell the property within the waiting time determined by the City, but not exceeding one year, the owner may receive permission for the demolition of the subject property from the Board and obtain the necessary demolition permit from the City.
4. Requested waiting time for offers to sell as determined by the fair market value of subject property:

\$25,000 or less	3 months
\$25,000 to 40,000	4 months
\$40,000 to 55,000	5 months
\$55,000 to 75,000	6 months
\$75,000 to 90,000	7 months
\$90,000 or more	12 months

5. If no offer to buy has come within the designated period, the owner can renew his request for demolition to the City Council.

BUILDING AND DEMOLITION PERMITS

Before a modification, new construction, or demolition can be commenced on an historic landmark, building or structure, the changes must be approved by the Lynchburg Board of Historic and Architectural Review. Once a Certificate of Appropriateness has been granted for the proposed change, an individual may secure a building or demolition permit from the Inspections Division of the City of Lynchburg.

A permit will be necessary for the following changes:

- To construct, enlarge, repair, or change the occupancy of a building or structure.
- For construction, alteration, or repairs of accessory buildings such as private garages, stables, storage buildings, carports, porches, decks, greenhouses and the like.
- To erect or construct a sign of any description, or to install or alter or replace a steam boiler, furnace, heater, incinerator, or other heat producing apparatus.

4. To install or replace any plumbing.
5. To install, replace, or alter electrical wiring or equipment.
6. To install in any building or structure, or any part thereof, heating apparatuses, elevators or lifts, escalators, or sidewalk elevators.
7. To move a building or structure from its present location.
8. To demolish any building or structure or to tear down any part of a building or structure (demolition must be completed within 90 days from the date the permit is issued).

HOW TO APPLY FOR A BUILDING OR DEMOLITION PERMIT

Each applicant, once he or she has received a Certificate of Appropriateness, can make a request for a permit with the City's Inspections Division. Each permit will require a minimum fee of five (\$5.00) dollars, and the Inspections Division will furnish a form requesting a description of the proposed work and its location. The form or application should be signed by the owner, or his authorized agent.

No permit will be issued until the required fees have been paid, nor will an amendment to a permit be approved until the additional fees are paid if any are required due to an increase in the dimensions or size of the building or structure.

Each applicant for a permit should indicate the proposed occupancy of all parts of the building or structure, and of that portion of the site or lot (if any) not covered by the building or structure. When required by the Inspections Division, two or more copies of the proposed plans and specifications drawn to scale with sufficient clarity and detail to indicate materials and character of the work, should accompany each application for a permit. The Inspections Division may also request drawings showing the location of the subject building(s) or structure(s) and of every existing building(s) or structure(s) on the site or lot, as well as a boundary line survey.

If the Inspections Division is satisfied that the work described in an application for a permit and the drawings submitted conform with the requirement of the City's building codes and other pertinent laws and ordinances, it will issue the required demolition or building permit.

Any changes to the original application for a permit or proposed modifications, new construction, or demolition must be reported to the Inspections Division before the changes can be made by the applicant.